

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

Announcement No. **02-07**

Date: 12 Jan 07

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date. **Incomplete applications will not be processed.** Applications are subject to screening prior to referrals and only individuals selected for interviews will be contacted. **Applications will be returned if claimed within 60 days. For information call 645-3370.**

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日までに人事部日本人雇用係（キャンプフォスター建物番号495、2階）に提出して下さい。**不備のある書類は受け付けられません。**書類選考の上、**被面接者のみ**にご連絡致しますのでご了承下さい。提出された応募書類の返却を希望される方は、60日以内にお越しください。お問い合わせは日本人雇用係(645-3370)までご連絡下さい。

PWO #: 005	Position title: Budget Technician, #254, BWT-1, Grade-5, LAD-3		
MLC F/T Permanent		Number of position(s): 1	Location: Camp Foster
Organization: MCB, Camp S. D. Butler, Fac Engr Division, Environmental Affairs Branch			
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員			Closing date: (提出期限) 22 Jan 2007
Summary of duties: This position will be responsible for independently developing the Environmental Branch's budget by using projected requirements or historical data and engineering estimates that the incumbent is required to audit. Independently performs tasks involving budget execution by compiling resource data from various financial management reports. Tracks funds distribution, reconciling commitments/obligations and reallocating organizational funds as directed. Ensures all financial documentation meets guidelines in the Federal Acquisitions Regulations (FAR) and work with Regional Contracting Office on contractual issues between MCB Butler Environmental Branch and the contractors. The incumbent is also responsible for administration, accounting and personnel for the Environmental Branch (8 different offices, including Camp Fuji) and the Recycling Section. The incumbent will be appointed to be a Cash Collection Agent to do direct cash sales for the Recycling Section.			
Qualification Requirements 資格条件: 1. Must have a comprehensive knowledge of accounting and budgeting. 2. Must have 1 year of accounting, budget or administrative work experience or 1 year of specialized experience in the same line of work at the next lower level or 4 years college graduate with degree related accounting/finance. 3. Must be proficient utilizing personal computers and Windows application, especially Excel. 4. Must have the ability to speak, read and write English at an advanced proficiency level (LAD-3), exceptionally high comprehensive level and fluency in English and excellent oral and written communication skills are desirable.			
Required documents 1. USFJ Form 196aEJ 2. Questionnaire 3. Copies of certificates/licenses		必要書類 : 1. USFJ Form 196aEJ 2. 質問表 3. 免許証・終了証のコピー	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1～2週間程度は非通知拒否設定を解除していただくようご協力お願いします。